General:

It will be standing policy for the Department of Administration to ensure proper recording of every line agency employee work time into the Payroll System. Furthermore, it is imperative that the employee's personal information is kept confidential at all times.

The Fair Labor Standards Act and other Labor laws govern the payroll record-keeping of an employee's personal identification and information. Any release without explicit approval of an employee's information may be prosecuted under Federal and Guam laws.

Payroll reserves the right to approve or disapprove PayTK Timekeeping Access Requests.

To ensure that all timekeeper access requests are warranted, approval must <u>first</u> be obtained from the Chief Payroll Officer.

Additional consideration will be on a case-by-case basis and may be based on one or more of the following:

- Number of employees in the department / agency;
- Number of divisions in the department / agency; and/or,
- Urgency with justification.

"PayTK" Timekeeping Access Authorization Request Form

Line-By-Line Instructions:

Line 1 – DATE

Indicate the date of the request.

Line 2 – CHECK ONE USER

Select the User Access category.

- New User, or
- Delete (old) User

Line 3 – CHECK ONE ROLE

Select the applicable User Role.

- Primary Timekeeper, or
- Alternate Timekeeper

Line 4 – DEPARTMENT / DIVISION NUMBER(s)

Indicate the Department and Division(s) to be accessed.

Line 5 – EMPLOYEE NAME

Indicate the employee's full name.

Line 6 – CONTACT NUMBER

Indicate the employee's contact number(s).

Line 7 – EMAIL ADDRESS

Indicate the employee's official email address.

Line 8 – EMPLOYEE'S SIGNATURE

The employee must sign and date this field.

Line 9 – REQUESTING AGENCY / DEPARTMENT HEAD NAME AND SIGNTURE

The Employee's Department / Agency Head Name and Signature is required.

Line 10 – DOA USE ONLY

Reserved for DOA Use Only.

NOTES:

- **Maximum number of Timekeepers is One Each – Primary and Alternate**